CHANGING OR DELETING POSTED INVOICES
(AP-REG-2)

FEBRUARY 1999

VERSION (1.0)

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CHANGING OR DELETING INVOICES

OVERVIEW

MUNIS allows invoices to be changed or deleted after they are posted and even after they are paid. The process of changing or deleting posted or paid invoices occurs in the Invoice Maintenance program rather than in the Invoice Entry/Proof program. As might be expected, more changes are allowed to posted invoices than to those both posted and paid.

USING THE INVOICE MAINTENANCE PROGRAM

Invoices that have been posted but not paid can be changed in the Invoice Maintenance program and then processed for payment in the same way as any other invoice.

Invoices that have been paid require extra processing and only limited changes to the invoice are permitted.

If an invoice is paid (check printed) before an error is found,

- The Cash Disbursements Journal containing the invoice must be printed before changes can be made.

- Only G/L Account information can be changed.

Adjusting journal entries are made when any of the following are changed:

- amount

- Org

- Object

- Project

- or if the invoice is deleted.

The General Ledger update occurs automatically after the Invoice Maintenance Report is printed.

NOTE: *Both the vendor and invoice number must be known to access an invoice.*

To Change or Delete An Invoice, Select:

A) FINANCIALS

    D) Accounts Payable Menu

        B) Invoice Processing Menu

           B)

           Invoice Maintenance

The following screen is displayed:

```
┌─────────────────────────────────────────────────────────────────┐
│ Session    Edit    Commands    Settings    Help                   │
├─────────────────────────────────────────────────────────────────┤
│ ──────────────────── INVOICE MAINTENANCE ─────────────────────    │
│ Action:    Define   Exit                                          │
│ Define journal entry and vendor/invoice to maintain.              │
│                                                                   │
│                                                                   │
│                                                                   │
│          Effective Date        [        ]                         │
│          Year/period           [    ] [   ]                       │
│          Journal description   [          ]                       │
│                                                                   │
│          Vendor            [       ]                              │
│          Invoice           [          ]                           │
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

1. Select **Define** from the Ring Menu.

2. Enter the **Effective Date, Year/period,** and **Journal description** for the General Ledger
    journal entries. The **Journal description** should describe the reason for the maintenance,
    i.e., "discount" or "price adj."

3. Enter the **Vendor** and **Invoice** numbers for the invoice to be changed.

    Refer to *Appendix A: Invoice Maintenance Screen Fields* for more details.

After the invoice is defined, the following screen (Invoice Header) appears:

```
┌─────────────────────────────────────────────────────────────────┐
│ Session    Edit    Commands    Settings    Help                   │
├─────────────────────────────────────────────────────────────────┤
│ Action:    Update   Del   Exit   Cancel-Maint   Inv-Detl         │
│ Update the current data record.                                   │
│                                                                   │
│   Vendor      [    3]      Remit [0]     Terms [                  │
│ ]                                                                 │
│    [ACME SUPPLY INC                   ]  Cash account [10    ] [6101│
│ ]                                                                 │
│   Year/per   [1999][ 3]                                           │
│   Invoice    [990001      ]                                       │
│   Inv type   [1]   Invoice                                        │
│   PO         [990001  ]                                           │
│   Voucher    [7        ]          Gross amt   [          150.00]  │
│   Inv date   [09/10/1998]         Discable amt [             .00] │
│   Disc date  [         ]          Disc percent [  .000]           │
│   Due date   [09/10/1998]                      [         .00] [   │
│ ]                                                                 │
│                                                [         .00]     │
│   Warrant    [101098  ]                        [                 │
│ .00][ ]                                                          │
│   Dept/Loc   [075 ]               Net amount  [          150.00]  │
│   Status     [P]  Sep check  [N]     Check #   [     1038]        │
│   Comment    [N]                   Check date [09/10/1998]        │
│   Desc       [SCHOOL SUPPLIES              ]                      │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

4. *If information on this first screen (Invoice Header) needs to be changed,*

    a) Select **Update** from the Ring Menu.

    b) Make the necessary changes. Refer to *Appendix B*: *Invoice Header Maintenance Screen Fields* for a list of fields that can be changed.

    c) Press **ESC** to update the Invoice Header.

5. *If information on the second screen (Invoice Detail) needs to be changed,*

    a) Select **Inv-Detl** from the Ring Menu.

    b) Make the necessary changes. Refer to *Appendix C: Invoice Detail Maintenance Screen Fields* for a list of fields that can be changed.

    NOTE: *The amount Total (at the bottom of the screen) must equal the net amount on the Invoice Header screen (shown on this screen at the upper right) before the Invoice Detail screen can be updated.*

    c) Press **ESC** to update the Invoice Detail.

    d) Select **Header** from the Ring Menu to return to the Invoice Header screen.

6. *If the invoice must be deleted (only unpaid or void check invoices can be deleted),*

    a) Select **Del** from the Ring Menu.

    b) Enter **Y** at the prompt to continue.

    c) Skip to step 9 below to print the Invoice Maintenance Report.

7. *If a mistake is made on the Invoice Header or Detail, restore the original invoice:*

    a) Select **Cancel-Maint** from the Ring Menu of either the Invoice Header or Detail screen.

    b) The main Invoice Maintenance screen reappears and the changes have been canceled. No report will be printed.

    c) Either repeat the invoice maintenance process, beginning at step 1, *OR* exit the program, skipping the following steps.

8. After the changes are made, select **Exit** from the Ring Menu.

9. The output window appears. Choose to **Print** or **Spool** the Invoice Maintenance Report. The invoice changes are automatically posted to the General Ledger.

10. Use the Invoice Maintenance Report to verify the accuracy of the changes made.

NOTE: *If the invoice has been changed and a new check must be issued, the invoice must be printed on a Warrant before it can be paid.*

REVIEWING THE GL IMPACT OF INVOICE CHANGES (OPTIONAL)

After the invoices are changed or deleted, they are automatically posted to the General Ledger accounts. The G/L can be reviewed to see if the correct accounts were charged. This ability is useful in the event any questions should arise concerning the G/L accounts.

To Review the G/L Impact of Invoice Maintenance, Select:

A) FINANCIALS

    A) General Ledger Menu

        F) Inquiries & Reports Menu

            A)

            G/L Account Inquiry

The following screen is displayed:

```
Session    Edit    Commands    Settings    Help

─────────────────────             G/L ACCOUNT INQUIRY    ─────────────────────
Action:    Find  Next  Prev  Browse   Output  Exit  Detail  Months  CFWD
...
Query the current database table.
                                          [                                  ]
 Org         [         ]                              Type [ ]   Status [
]
 Object      [     ]                                  1999/05   Rollup [
]
 Project     [     ]
                     Fiscal Year 1999   Fiscal Year 1998   Fiscal Year 2000

 Original Budget  [              ] [              ] [                 ]
 Transfers - In   [              ] [              ]
 Transfers - Out  [              ] [              ]
 CFwd - Budget    [              ] [              ]
 Revised Budget   [              ] [              ] [                 ]

 Actual (Memo)    [              ] [              ] [                 ]
 Encumbrances     [              ] [              ] [                 ]
 Requisitions     [              ]                  [                 ]
 Incep to SOY     [              ]
 Available        [              ]  [              ] [                 ]
 Percent used             [      ]          [      ]          [      ]
```

1. Select **Find** from the Ring Menu.

2. Enter the **Org** and **Object** combination to be reviewed, then press **ESC**.

3. Check that the **Actual** amount includes the total amount and reflects the changes.

APPENDIX A: INVOICE MAINTENANCE SCREEN FIELDS

```
                         INVOICE MAINTENANCE
Action:    Define   Exit
Define journal entry and vendor/invoice to maintain.



         Effective Date         [        ]
         Year/period            [    ] [   ]
         Journal description    [          ]

         Vendor           [       ]
         Invoice          [            ]


```

Field	Description
Effective Date	Required. Defaults to current date. Effective date for General Ledger journal entries.
Year/period	Required. Defaults to current settings. Year and period for General Ledger journal entries.
Journal Description	Required. Description for General Ledger journal entries. Should describe the reason for the maintenance, i.e., "discount" or "price adj."
Vendor	Required. Vendor number on invoice to be changed. A list of vendors is available by pressing **F9** or **Ctrl+W**.
Invoice	Required. Invoice number to be changed.

APPENDIX B: INVOICE HEADER MAINTENANCE SCREEN FIELDS

```
Action:    Update  Del  Exit  Cancel-Maint  Inv-Detl
Update the current data record.

  Vendor     [    3]      Remit [0]    Terms [
]
   [ACME SUPPLY INC                  ]  Cash account [10       ] [6101
]
  Year/per   [1999][ 3]
  Invoice    [990001      ]
  Inv type   [1]   Invoice
  PO         [990001  ]
  Voucher    [7       ]            Gross amt    [         150.00]
  Inv date   [09/10/1998]          Discable amt [            .00]
  Disc date  [        ]            Disc percent [  .000]
  Due date   [09/10/1998]                       [         .00] [
]
                                                [            .00]
  Warrant    [101098  ]                         [
.00][ ]
  Dept/Loc   [075  ]               Net amount   [         150.00]
  Status     [P]  Sep check  [N]     Check #    [    1038]
  Comment    [N]                     Check date [09/10/1998]
  Desc       [SCHOOL SUPPLIES          ]
```

The following fields can be changed on the Invoice Header if the invoice is unpaid:

PO	Voucher
Inv date	Due date
Warrant	Dept/Loc
Status	Sep check
Comment	Desc
Gross amt	Discable amt
Disc percent	

The following fields can be changed on the Invoice Header if the invoice is paid:

PO	Voucher
Dept/Loc	Comment
Desc	

APPENDIX C: INVOICE DETAIL MAINTENANCE SCREEN FIELDS

```
Action:   Next  Prev  Update  Header  Cancel-Maint
Display next invoice detail page.

  Vendor   000003  ACME SUPPLY INC
  Invoice  990001                      Net amount           150.00
==============================================================================
 Line| Org     | Object| Proj |           Amount|1099| A| PO     |Bud| R|
    1| 0011075 | 0610  |      |           150.00|    | N| 990004 | 1|  |
     |         |       |      |                 |    |  |        |  |  |
     |         |       |      |                 |    |  |        |  |  |
     |         |       |      |                 |    |  |        |  |  |
     |         |       |      |                 |    |  |        |  |  |
     |         |       |      |                 |    |  |        |  |  |
     |         |       |      |                 |    |  |        |  |  |
     |         |       |      |                 |    |  |        |  |  |
     |         |       |      |                 |    |  |        |  |  |
     |         |       |      |                 |    |  |        |  |  |
     |         |       | Total =         150.00|    |  |        |  |  |

```

The following fields can be changed on the Invoice Detail screen if the invoice is unpaid:

Org   Amount

Object   PO

Proj

R (for remainder of detail): press **Ctrl**+**T** to change the Line Item Description

The following fields can be changed on the Invoice Detail screen if the invoice is paid:

Org   Proj

Object

APPENDIX D: INVOICE MAINTENANCE REPORT SAMPLES

INVOICE HEADER/DETAIL CHANGED SAMPLE

```
 11/23/1998                                    ***YOUR DISTRICT***
PAGE 1
  14:09:42                                      INVOICE MAINTENANCE
apinvmnt


   CLERK: jdoe                            INVOICE HEADER /DETAIL CHANGED

                                                  TYPE  INV DATE      DISCOUNT AMOUNT
VENDOR INVOICE        WARRANT  VOUCHER  DEPT  YR/PER   CASH ACCOUNT   STAT  DUE DATE       INVOICE NET
ERROR
----------------------------------------------------------------------------------------------------
----------------------------

000001 787878                  124      000   1999 05 10       6101   INV  11/23/1998            .00
ABC SCHOOL SUPPLY     RMT: 0 GENERAL SUPPLIES-                 ACT  11/23/1998         800.00
       0011075  0412          CABLE                  N  1             800.00  *
```

ACCOUNT DISTRIBUTION CHANGES SAMPLE

```
11/23/1998                                    ***YOUR DISTRICT***
PAGE 1
  14:09:42                                   INVOICE MAINTENANCE
apinvmnt


   CLERK: jdoe                            ACCOUNT DISTRIBUTION CHANGES

YR/PER      JOURNAL       ORG       ACCOUNT                     DESCRIPTION
AMOUNT
--------------------------------------------------------------------------------
----------------------------

1999  05          5    0011075    1-001-2321-000-00-0412      CABLE SERVICE
800.00
                  5    0011075    1-001-2321-000-00-0610      GENERAL SUPPLIES
-500.00
--------------------------------------------------------------------------------
----------------------------

                                                            REPORT TOTAL
300.00
```

GENERAL LEDGER JOURNAL ENTRIES SAMPLE

```
11/23/1998                                    ***YOUR DISTRICT***
PAGE 1
  14:09:42                                    INVOICE MAINTENANCE
apinvmnt


   CLERK: jdoe                            GENERAL LEDGER JOURNAL ENTRIES

YR/PER      JOURNAL   FUND   TITLE       ORG        OBJECT PROJ   ACCOUNT DESCRIPTION
DEBIT            CREDIT
--------------------------------------------------------------------------------------
----------------------------

1999  05          5   1    GF          10         7421           ACCOUNTS PAYABLE
300.00
                                       10         7602           EXPENDITURES CONTROL
300.00
--------------------------------------------------------------------------------------
----------------------------

                                                                REPORT TOTALS
300.00          300.00
```